New Supplier Registration Form

Business details

|  |  |
| --- | --- |
| Supplier name |  |
| Trading as name or alternative name (if applicable) |  |
| NZBN number (if enabled) | Enter the 13-digit number found on the NZBN site |
| If not registered with NZBN add postal address here | Type of address ie registered address or office address |
| Postal address |
| City | Post code |
| Māori business | Choose an item. |
| GST registered | Choose an item. |
| GST number (if registered) |  |
| IRD number (if not GST registered)  |  |

Contact details

|  |  |
| --- | --- |
| Contact name |  |
| Contact role |  |
| Contact telephone number | Phone | Mobile |
| Contact email address |  |
| Remittance email address |  |

Bank account details (NZ)

|  |  |
| --- | --- |
| Name of bank |  |
| Branch address (if known)  |  |
| Bank account name |  |

Please add your bank account number **and** attach proof of bank account (see details below).

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Bank account details (International)

|  |  |
| --- | --- |
| Name of bank |  |
| Branch address (if known) |  |
| Bank account name |  |
| Bank account number |  |
| IBAN or SWIFT code |  |

Proof of bank account

Please provide verification of your bank account when returning this form. Acceptable verification includes a scanned deposit slip, bank letter, bank statement, or snip from online banking as long as this displays the bank logo and https website address. All forms of verification must show the bank name, account name, and account number.

If at any time you require any changes to be made to the details you have provided, please contact us at procurement@epa.govt.nz

Confirmation

I verify that the above information is correct:

|  |  |
| --- | --- |
| Name |  |
| Role |  |
| Signature |  |

Checklist

[ ]  added bank number into this form

[ ]  signed the form

[ ]  provided a copy of bank verification document